



## Maine ARPA Program Management Portal NEU User Guide

This user guide is meant to provide Maine non-entitlement units of local government (NEUs) assistance in navigating the state’s American Rescue Plan Act (ARPA) program management portal, which is being utilized to administer distributions of Coronavirus Local Fiscal Relief Fund (FRF) allocations to NEUs. The guide provides step-by-step instructions on how to log into the portal and how to submit a request for payment. If you require additional assistance after reviewing this user guide, please email our support team at [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com).

Additional information can be found on the state’s website:

<https://www.maine.gov/dafs/arpa/neuportal>

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## Logging in

### First Time Login


1. You should have received an email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com). Click the 'Define Password' link at the bottom of this email, and you will be directed to the portal to create your personal password.



Hi, [REDACTED]  
We receive a request to reset the email for this account, please reset your password by clicking on the below reset link.  
[New password](#)

2. This password must contain at least 8 characters, with at least one capital letter and one numeric character. Enter the chosen password in both the 'New Password' and 'Confirm New Password' fields.
  - a. If all requirements have been met, you will be redirected to the main login page.
  - b. If a requirement has not been met, an error message will pop up, notifying you of what change is required.

**American Rescue Plan Act**  
Local Fiscal Recovery Funds Portal

 **Department of  
Administrative  
and Financial  
Services**

**Local Fiscal Recovery  
Funds Portal**

Recover your password

New Password \*

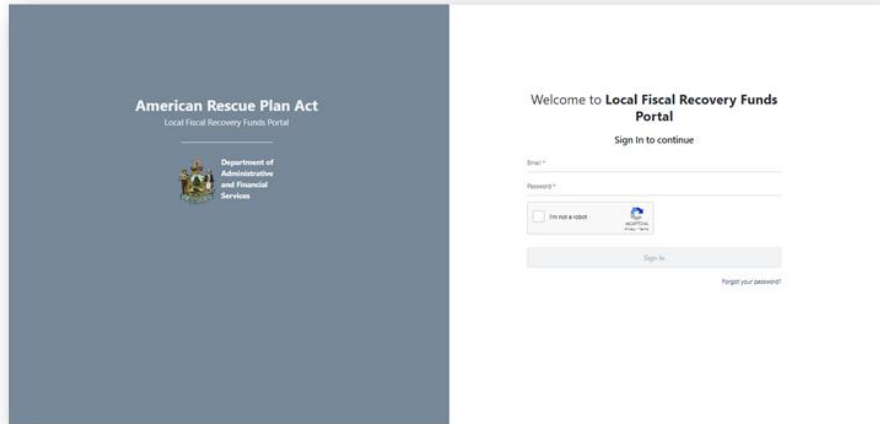
Confirm New Password \*

- At least 8 characters.
- Must have at least one numeric character.
- Must have at least one capital letter.
- Must have at least one numeric character.

**Submit**

Back to Login

3. Once redirected to the login page, enter your email and password, check the reCAPTCHA control and then click 'Sign In'.



- This will redirect you to the second stage of the two-step verification process in which you will receive an email, containing a verification code. You will have a maximum of five minutes to enter this code in the appropriate field and click 'Validate Code'.

### Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? Send it again.

**Validate Code**

[Back to Sign In](#)

- If you are unable to locate the email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com) to complete the initial login, please follow the instructions listed in the 'Reset Your Password' section below.



## Subsequent Logins

1. For all subsequent logins, please use the following link:  
[https://horne2.outsystemsenterprise.com/PM\\_Maine/Login](https://horne2.outsystemsenterprise.com/PM_Maine/Login)
  - a. Enter your email and password, check the reCAPTCHA control and then click 'Sign in'.

**American Rescue Plan Act**  
Local Fiscal Recovery Funds Portal

Department of Administrative and Financial Services

Welcome to **Local Fiscal Recovery Funds Portal**

Sign In to continue

Email \*  
abc@xyz.com

Password \*  
.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

Sign In

[Forgot your password?](#)

2. This will redirect you to the second stage of the two-step verification process in which you will receive an email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com) containing a verification code. You will have a maximum of five minutes to enter this code to the appropriate field and click 'Validate Code'.

## Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

Validate Code

[Back to Sign In](#)



## Reset Your Password


1. If you cannot locate the initial login email or need to reset an existing password, use the following link: [https://horne2.outsystemsenterprise.com/PM\\_Maine/Login](https://horne2.outsystemsenterprise.com/PM_Maine/Login) .
2. Click the 'Forgot your Password?' link in the bottom right corner.

**Welcome to Local Fiscal  
Recovery Funds Portal**

Sign In to continue

Email \*

Password \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

Sign In

[Forgot your password?](#)

3. This will redirect you to a password recovery page. Enter your email and select 'Recover Password'.

## Local Fiscal Recovery Funds Portal

Recover your password

Email \*

**Recover password**

Back to Login



4. This will send an email to the provided email address if the provided address is registered in the portal.
  - a. If a different email address needs to be added as a user, please contact [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com) for assistance.
  - b. In the new email you will receive from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com), click 'Define password' link at the bottom of this email, and you will be directed to the portal to create your personal password. Upon completion you will be redirected to the main login page.




Hi, [REDACTED]

We receive a request to reset the email for this account, please reset your password by clicking on the below reset link.

[New password](#)

**American Rescue Plan Act**  
Local Fiscal Recovery Funds Portal

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Department of  
Administrative  
and Financial  
Services

## Local Fiscal Recovery Funds Portal

### Recover your password

New Password \*

Confirm New Password \*

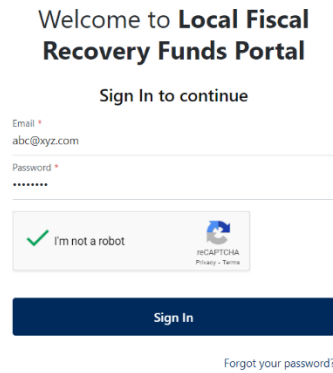
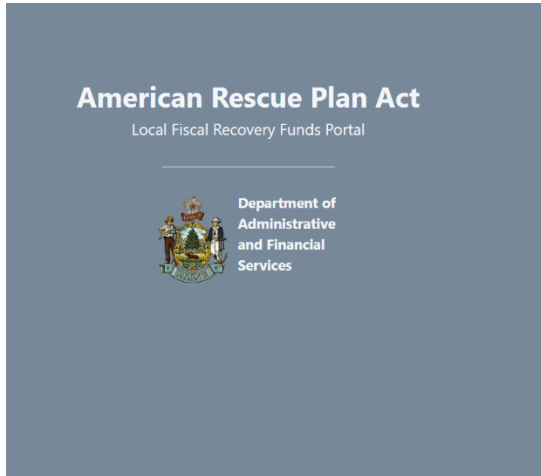
- At least 8 characters.
- Must have at least one numeric character.
- Must have at least one capital letter.

**Submit**

[Back to Login](#)



5. Once redirected to the login page, enter your email and password, check the reCAPTCHA control and then click 'Sign In'.



6. This will redirect you to the second stage of the two-step verification process, in which you will receive an email from [NoReply-OutSystems@hornellp.com](mailto:NoReply-OutSystems@hornellp.com) containing a verification code. You will have a maximum of five minutes to enter this code in the appropriate field and click 'Continue'.

### Security Verification

In order to further verify your identity, enter the confirmation code we sent to your email address.

Did you not receive the email? [Send it again.](#)

[Back to Sign In](#)



## Add/Change in Portal User Access Form Instructions

Once you have clicked on the link provided in the Account Authentication email, your web browser will take you to the page shown below. Please consult the description and steps below for assistance in completing the form.

Link - <https://app.smartsheet.com/b/form/100951ab53484ba2af9ac992d5c411a3>



### Change In Portal User Access Form

**Non-Entitlement Unit Name \***  
Please enter the name of the Non-Entitlement Unit for which you are completing this form.

  
**Do you wish to add a new user to the ARPA program management portal? \***  
Yes ▾  
**New User Name \***  
  
**New User Title \***  
  
**New User Email Address \***  
  
**Confirm New User Email Address \***  
  
**New User Phone Number \***  
  
**Confirm New User Phone Number \***  
  
**Is the new user an individual within the local government with appropriate access to the documentation required to submit a request for payment within the ARPA program management portal? \***  
Yes ▾

#### Form Description and Instruction

1. **Non-Entitlement Unit Name** – Enter the name of the Non-Entitlement Unit for which you wish to make portal user changes.





2. **Do you wish to add a new user to the ARPA program management portal?** – If you do not wish to add a new user, select “No” and move on to question 3. If you do wish to add a new user, select “Yes” and complete the following items:
  - a. **New User Name** – Enter the full name of the user you wish to add.
  - b. **New User Title** – Enter the title of the user you wish to add.
  - c. **New User Email Address** – Enter the email address of the user you wish to add.
  - d. **Confirm New User Email Address** – Re-enter the email address from item 2.c.
  - e. **New User Phone Number** – Enter the 9-digit phone number of the user you wish to add.
  - f. **Confirm New User Phone Number** – Re-enter the 9-digit phone number from item 2.e.
  - g. **Is the new user an individual within the local government with appropriate access to the documentation required to submit a request for payment within the ARPA program management portal?** – Select “Yes” if the question is true. Select “No” if the question is false.
3. **Do you wish to remove a current user from the ARPA program management portal?** – If you do not wish to remove a user, select “No” and move on to question 4. If you do wish to remove a user, select “Yes” and complete the following items:
  - a. **Name of User to be Removed** – Enter the full name of the user you wish to remove.
  - b. **Email of User to be Removed** – Enter the email address of the user you wish to remove.
  - c. **Confirm Email of User to be Removed** – Re-enter the email address from item 3.b.
  - d. **Reason for Removal** – Briefly describe the reason for removal of the current user.
  - e. **Date User Access should be Removed** – Enter the date you wish for the user to be removed from the portal.
4. **Non-Entitlement Unit Requester Name** – Enter your full name.
5. **Non-Entitlement Unit Requester Title** – Enter your title.
6. **Non-Entitlement Unit Requester Email** – Enter the email address in which the link to the form was received.
7. **Confirm Non-Entitlement Unit Requester Email** – Re-enter the email address from item 6.
8. **Date of Submission** – Enter today’s date.
9. **As a representative of the Non-Entitlement Unit entered above, I certify the contents of this form are complete and accurate, and all users identified herein are authorized for addition to and/or removal from the ARPA program management portal.**
  - a. Select “Agree” if the question is true. Select “Decline” if the question is false.
10. **I certify the new user is an individual within the local government with appropriate access to the documentation required to submit a request for payment within the ARPA program management portal.** *(This statement will only appear if question 2 is answered “Yes.”)*
  - a. Select “Agree” if the question is true. Select “Decline” if the question is false.
11. **Send me a copy of my responses.** *(This is an optional selection for your records.)* – If selected, enter the email to which you wish to send your application responses.

Click on the “**Submit**” button once all application questions have been answered, indicating you wish to submit your application.



## Website Navigation Overview

1. After you have logged in, you will be taken to the “Dashboard” tab for your entity, which includes information on the program(s) for which your entity is registered as well as a summary of requests submitted by your entity.
2. In the "My Requests" tab, you will have the ability to create a new request for payment or view your previously submitted request. The current status of any previously submitted request may be viewed on this page.
3. On the “My Entity” tab you may view current information regarding your entity. If any of the information does not appear correct, please contact [maine.arpasupport@hornellp.com](mailto:maine.arpasupport@hornellp.com) for assistance.

The screenshot displays the 'Greene Town' dashboard. At the top, there are navigation tabs for 'Dashboard', 'My Requests', and 'My Entity', along with a user profile for 'Greene Mayor'. The main content area is divided into three sections: 'Information', 'Programs', and 'Requests'. The 'Information' section shows 'Entity Type: Local Government', 'County: Hancock', and 'Mailing Address: 657 Road Greene Town MAINE 76667'. The 'Programs' section features a 'Total programs' counter set to '1'. Below this is a table with columns for ID, Program Name, Program Type, Allocated Amount, Confirmed Requests, and Last Update. A single row is visible for ID 4, 'Local Fiscal Recovery', 'ARPA', '\$2,000,000.00', '\$0.00', and '24 Aug 2021 12:17'. A search bar and a dropdown menu for 'All Types' are also present.

ID	Program Name	Program Type	Allocated Amount	Confirmed Requests	Last Update
4	Local Fiscal Recovery	ARPA	\$2,000,000.00	\$0.00	24 Aug 2021 12:17



## Creating a new payment request

1. After you have logged in, you will be directed to your entity's dashboard. The bottom section of the dashboard lists the programs in which your entity is registered. Clicking the arrow to the right of the program will take you to that program's dashboard. On the program dashboard, you can view information related to the program as well as create a new payment request.

The screenshot shows the 'NEU Example' dashboard for 'NEU Example User'. The dashboard includes sections for 'Information', 'Programs', and 'Requests'. The 'Programs' section contains a table with the following data:

ID	Program Name	Program Type	Last Update
28	NEU Distribution	ARPA	17 Aug 2021 10:32

A red arrow points to a right-pointing chevron icon at the end of the first row in the table.

2. Once in the program dashboard, generate a new payment request by clicking the “New Payment Request” button located on the upper right side of the page.

The screenshot shows the 'NEU Distribution' program dashboard. A red button labeled 'New Payment Request' is located in the top right corner. A blue arrow points to this button.

3. You will then be prompted with a Declination Question where you will select whether you are interested in funding or if you wish to decline your award. If you wish to receive funding and would like to proceed to your payment request, please select no. This will open the Payment Request Form. If you wish to decline funding, please select yes, and a signature box will populate. You may either draw or upload a signature, then press Submit.

The screenshot shows the 'New Payment Request' form. The 'Declination Question' section contains the following text: 'Does the NEU (non-Entitlement Unit) wish to decline its funding allocation and transfer the funds to the State of Maine under Section 603 (c) (4) of the Act? If yes, Treasury will consider this action as a cancellation of the award on the part of the original Non-Entitlement Unit and a modification of the award to the State.' Below the text are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. There are 'Cancel' and 'Submit' buttons at the bottom right.



4. Fill out the information requested in the “New Payment Request” form.

- a. Please provide your NEU’s total annual budget in the “Total Budget” field. To upload supporting documentation in the “Budget Information” section of the request, browse to the document or drag and drop the document in the box labelled “Drop a file here or browse,” add a short document description, and click upload. You may upload multiple documents in this section.

**Budget Information**  
Please confirm the local government’s Total Annual Budget below.

Total Annual Budget is defined as the most recent budget in effect as of January 27, 2020, including both operating and capital budgets. If the local government does not adopt a formal budget, the total annual budget should include the top-line expenditure total.

Total Budget

**Supporting Documentation** OPTIONAL

You may attach documents supporting the Total Annual Budget listed above. Please note that while it is not required it is not required to submit budget documents with this request for payment, the local government will be required to submit budget documents validating the total annual budget to Treasury as a part of its first report.

5 MB limit. Allowed types: pdf.

- i. If you need to remove any documents after they have been uploaded, you may do so by clicking on the minus symbol.

Files Uploaded	Description
test.pdf	Supporting documentation

- b. To upload documents in the “Financial Institution” or “Required Documentation” sections, browse to the document or drag and drop the document in the box labelled “Drop a file



here or browse.” The name of the document should now appear in the box, and the upload will be completed once the form is submitted.

- i. To replace a document uploaded to these boxes, click in the box and browse to the correct document.

Dashboard My Requests My Entity Greene Mayor

### Required Documentation OPTIONAL

Sign and upload [Award Terms and Conditions for Non-Entitlement Units of Local Government](#)

Drop a file here or browse

5 MB limit. Allowed types: pdf.

Sign and upload [Assurances of Compliance with Title VI of the Civil Rights Act](#)

Drop a file here or browse

5 MB limit. Allowed types: pdf.

### Terms and Conditions

I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Request for Payment. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).

I Acknowledge

### Signature

Draw Upload

Change

Cancel Save as Draft Submit

Dashboard My Requests My Entity Greene Mayor

### Financial Institution

Please note that your Coronavirus Local Fiscal Recovery Funds (FRF) payment will be made based on the information contained in your State of Maine vendor profile.

Financial Institution Name: \* Financial Institution Address: \* Financial Institution Phone Number: \*

Financial Institution Email: \* Account Number: \* Routing Number: \*

### Budget Information

Please confirm the local government's Total Annual Budget below.

Total Annual Budget is defined as the most recent budget in effect as of January 27, 2020, including both operating and capital budgets. If the local government does not adopt a formal budget, the total annual budget should include the top-line expenditure total.

Total Annual Budget

### Supporting Documentation OPTIONAL

You may attach documents supporting the Total Annual Budget listed above. Please note: you are not required to submit budget documents with this request; however, you will be required to submit budget documents validating the total annual budget to Treasury as part of your first report.

Drop a file here or browse Document Description Upload

5 MB limit. Allowed types: pdf.

No documents have been added yet



5. After you have completed all required fields and uploading all required documents, check the “I acknowledge” box after reading and agreeing to the terms and conditions at the bottom of the page.

#### Terms and conditions

I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Request for Payment. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).

I Acknowledge

6. Next, please add a signature to the document. You may either upload an electronic copy of your signature or draw a signature in the box.

#### Signature

[Draw](#) [Upload](#)

Clear

7. Once the form has been signed, please click the “submit” button. If the form is not completed and needs additional information, you may save the form as a draft and return to fill out the form later.
  - a. Please note, selecting the “Save as draft” button will not submit your request, and you will need to return in order to submit the request.

[Cancel](#) [Save as draft](#) [Submit](#)

8. Once you have submitted the request or saved a draft, you will be redirected to the “My Requests” tab.

#### My Entity Requests

[New Payment Request](#)

Search requests by id or created by  All Programs  All Status

ID	Program Name	Request Amount	Created By	Request Date	Last Update	Status	Approved Allocated Amount
72	NEU Distribution	\$0.00	neuexample@tn.com	17 Aug 2021 10:46	17 Aug 2021 10:46	Pending Confirmation	\$0.00 <a href="#">&gt;</a>



## Editing a Request Flagged for Documentation

1. During the review process, your request for payment may be flagged for additional documentation. If this happens, a coordinator will notify you via email and provide details on the additional information required.
2. To access a previously submitted request, navigate to the program dashboard using the arrow to the right of the program name.

The screenshot shows the 'Greene Town' dashboard. The 'Programs' section is active, displaying a table with the following data:

ID	Program Name	Program Type	Allocated Amount	Confirmed Requests	Last Update
4	Local Fiscal Recovery	ARPA	\$2,000,000.00	\$0.00	24 Aug 2021 12:17

3. Requests requiring action from the entity will be marked as “Flagged for Documentation” in the status column of the Payment Requests section. Click the arrow to the right of this request to open the request for editing.

The screenshot shows the 'My Entity Requests' section. A table lists requests with the following data:

ID	Program Name	Request Amount	Created By	Request Date	Last Update	Status	Approved Allocated Amount
72	NEU Distribution	\$0.00	neuxample@tn.com	17 Aug 2021 10:46	17 Aug 2021 11:00	Flagged for Documentation	\$0.00



4. Once all requested changes have been made, perform the following steps to resubmit the request:
  - a. Press the “I Acknowledge” button.

**Terms and conditions**

I certify to the best of my knowledge and belief that the information supplied is true, complete, and accurate for the purposes of this Request for Payment. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).

I Acknowledge

- b. Click the “submit” button in the bottom right of the page.

